Job description

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| **Department:** Transformation | **Location:**  Cambourne and home-working |
| **Job title:**  Project Officer – Community Safety | **Post number:** |
| **Grade:** 4 (pending job evaluation) | **SCP range:** 20-25 |
| **Responsible to:**  Development Officer, Community Safety | **Responsible for:**  None |
| Health Considerations/ Risk/ Surveillance Required:  * Lone working * Health and Safety, Risk Assessments * VDU user * Ability to work flexibly * Regular attendance at meetings with partners and community groups in evenings and weekends, and site visits | |

# Description of duties and responsibilities

This post is hosted within the newly formed Communications and Communities Team at South Cambridgeshire District Council. The post has been created on a fixed term basis to support the work of the South Cambridgeshire Community Safety Partnership (CSP). Where data and local knowledge tells us an area of the district is a priority, the post will deliver action days to tackle known issues and community engagement events to develop community resilience.

# Key result areas / overview

To provide a first line community-focussed service on behalf of the Community Safety Partnership to include hands-on delivery of community action days and events that address key issues (or prevent their escalation) and which result in increased community awareness and resilience.

# Key contacts / communication links

## Internal

Elected Members, Communications and Communities Team, Environmental Health Teams, Housing Teams and other SCDC officers as required.

## External

All CSP partner organisations (including Cambridgeshire Constabulary, Cambridgeshire Fire and Rescue Service, Cambridgeshire County Council – including Think Communities Team, the Office of the Police and Crime Commissioner (OPCC)), Parish Councils, local residents, schools and academy trusts, sports centres, neighbouring local authority CSPs and voluntary and community sector groups, including faith groups and local businesses.

# Key responsibilities / specific duties

* + - 1. To work with the CSP, priority area support partnerships and community members (including elected members) to respond to concerns and to trends appearing in CSP-related data.
      2. To work with local community groups and residents (and others) to tackle crime and anti-social behaviour and improve community resilience through action days and community engagement activities.
      3. To be a point of contact for elected members wishing to raise concerns about issues both real and perceived within their communities and, if necessary, undertake environment assessment walks.
      4. To support the Development Officer (Community safety) and Communities Manager by contributing to project documents, including project highlight reports, Gantt charts and other project planning and management documents, for the purposes of reporting to the OPCC.
      5. To advise the CSP of any issues emerging within the priority areas and play an active part in supporting the CSP to address them.
      6. To prepare appropriate communications material to ensure the work of the CSP and local communities is publicised appropriately.
      7. To support and develop community groups that can help in tackling and/or preventing crime and ASB and provide communities with information, support and signposting to partners and to SCDC colleagues as appropriate.
      8. To support communities to identify and secure funding and other resources for community-based action days and community resilience initiatives.

# General to all job descriptions

To comply with the Council’s Equal Opportunities policy, Code of Conduct and other relevant policy, procedures and legislation.

To comply with / ensure compliance with the Council Data Protection Policies and the Data Protection Act and other relevant legislation.

This post carries specific responsibilities for Health and Safety in particular the carrying out/updating of Risk Assessments.

South Cambridgeshire District Council’s Safety Policy and other safety procedures and guidelines are deemed part of this job description. Employees must look after their own health, safety and welfare and be mindful of other persons who may be affected by their acts. Employees must co-operate and comply with management instructions regarding Health and Safety issues and report all accidents, incidents and problems as soon as practicable to their supervisor, manager or other senior members of staff available.

The responsibilities outlined above cannot totally encompass or define all tasks that may be required of the post-holder. The outline of responsibilities given above may, therefore, vary from time to time without materially changing either the character or level of responsibility or grade.

Job Description Last Reviewed: Dec 2021